

COMDTNOTE 5354

APR 14 1997

COMMANDANT NOTICE 5354

CANCELLED: APR 13 1998

Subj: THE COAST GUARD INITIAL CONTACT TRACKING FORM

1. **PURPOSE.** To issue the Coast Guard (CG) Initial Contact Tracking Form. The form will be used to track military and civilian discrimination complaint activity and to determine discrimination complaint trends. This information will allow us to track progress towards eliminating civil rights violations in the CG. This form replaces the DOT Initial Contact Information Form.
2. **ACTION.** Area and District Commanders, Commanders of Maintenance and Logistics Commands, Commanding Officer of Headquarters Units, Assistant Commandants for Directorates, Chief Counsel, and special staff offices at Headquarters shall ensure compliance with the provisions of this directive.
3. **DIRECTIVES AFFECTED.** This COMDTNOTE will be incorporated into COMDTINST 5350, Military Discrimination Complaints Procedures and COMDTINST 12713, Civilian Discrimination Complaints Procedures.
4. **PROCEDURE.** Until the issuance of the new military and civilian complaints directives, the following procedures will be implemented.
 - (a) All MCRC/F's and EEO counselors are required to forward CG Initial Contact Tracking Form, CG Form 5618, enclosure (1) within two (2) days after being contacted to Commandant (G-H), 2100 Second Street, S.W., Attn: G-HI, Washington, DC 20593.
 - (b) MCRC/F's and EEO counselors will complete both sides of a CG Initial Contact Tracking Form, CG Form 5618, whenever a contact is made by an aggrieved person and/or anyone making inquiries into the discrimination complaints process. When the aggrieved person identifies the basis and issues of the alleged discrimination, counselors will enter the information on the reverse side of the form.

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(c) Where the aggrieved person has requested anonymity, the name section of the form may remain blank. Anonymity only applies for civilian employees.

(d) If the contact is soliciting general information, complete items 3, 5, 6, and 7.

5. FORMS/REPORTS. CG Form 5618 is an enclosure to COMDTNOTE 5354. CG Form 5618 has been automated in SWII/SWIII CG system. Records Control Number (RCN) 5354-1 applies. The form required by paragraph 4 (a) of the COMDTNOTE and contained at enclosure (1) must be completed starting with all counseling contacts as of 1 April 1997.



W. R. SOMERVILLE
Assistant Commandant
for Civil Rights

Encl: (1) CG Initial Contact Tracking Form

THE COAST GUARD INITIAL CONTACT TRACKING FORM

FOR MILITARY/CIVILIAN DISCRIMINATION COMPLAINT PROGRAM

This form is to be completed by Military Civil Rights Counselor/Facilitators (MCRC/F's) and EEO Counselors hereafter will be referred to as Counselors. Counselors will complete this form when a contact is made by an aggrieved person and/or anyone seeking information as it relates to the discrimination complaints process. Upon completion, please send the form to Commandant (G-H), 2100 Second St, S.W., Attn: G-HI, Washington, DC 20593.

REGARDING THE AGGRIEVED PERSON:

1. Name (Last, First, MI): _____

2. Organization and Location (City/State): _____

3. Reason for Contact: Information: _____ Counseling: _____

4. Date of this Contact: _____ Name of Counselor: _____

5. Contact was made: Telephonically: _____ or In person: _____

6. Counselor's Telephone #: _____

MILITARY INFORMAL DISCRIMINATION COMPLAINTS

TYPE OF COMPLAINT (ISSUES)	BASIS OF ALLEGED DISCRIMINATION							
	RACE	COLOR	REL	SEX		NATIONAL ORIGIN	REPRISAL	TOTAL
				M	F			
SEXUAL HARASSMENT								
OTHER HARASSMENT								
EVALUATIONS								
TRAINING								
DISCIPLINARY ACTIONS								
PROMOTIONS								
ASSIGNMENT OF DUTIES								
REENLISTMENTS								
PROVOKING SPEECH/GESTURES								
UCMJ ARTICLE 138								
ACTIONS BY SUPERVISORS								
DISCHARGE								

CIVILIAN INFORMAL DISCRIMINATION COMPLAINTS

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